



**CITY OF SANTA BARBARA  
AIRPORT DEPARTMENT**  
601 Firestone Road, Santa Barbara, CA 93117  
805.967.7111 or 805.964.1380 fax  
airport@santabarbaraca.gov



## Airport Special Event Permit Application

A permit is required prior to commencing any special event within Airport Property. The following must be read, the application completed, and applicable attachments submitted before a permit will be issued:

### Definition

An "Airport Special Event" is defined as a private, public, or non-profit activity taking place on or using Airport Property for a duration of not more than three consecutive days. "Airport Property" is defined as all commercial and non-commercial areas of the Airport including the Airline Terminal, Fixed Base Operators, all businesses holding lease or permit agreements with City of Santa Barbara Airport Department, and all undeveloped lands within the Airport Property boundaries. **This does not include Santa Barbara Airport Administration conference rooms or the Visitors Center.**

### Noise Abatement

All special events that include aircraft flybys, over-flights or any type of aerobatic performance must comply with the Santa Barbara Noise Abatement Program. The goal of the Noise Abatement Program is to achieve airport operations that are compatible with the surrounding communities. Permittee must consult with Airport staff in advance to determine whether their event is compatible with the Noise Abatement Program. For more information, contact Tracy C. Lincoln, Airport Operations Manager at 805.692.6025.

### Regulations

- 1) **Insurance** – As part of the consideration of issuing this Permit, Permittee agrees to purchase and maintain at its sole cost and expense during the life of this Permit liability insurance with an insurer or insurers satisfactory to the City. Prior to commencing operations, Permittee shall file with the Assistant Airport Director a certificate of insurance evidencing liability insurance of not less than \$1,000,000 combined single limit coverage, naming the City of Santa Barbara as additional insured.
- 2) **Rules** - Permittee shall abide by all rules, ordinances and regulations of the Airport Department and the City of Santa Barbara and shall not interfere with any other business or entity permitted to conduct business on Airport Property.
- 3) **Fee** - The fee for events and special activities on Airport Property is \$1,000 per day. All fees are due prior to commencement of any activity.
- 4) **Required Attachments** – All applicable site plans, other permits and schedules must be complete and approved prior to the commencement of any activity.
- 5) **Permit** - The event coordinator or person in charge must have an approved Special Event Permit issued by the Airport in his or her possession while on Airport property.

### Required Attachments

- ☐ Event Site Plan – a detailed description of where the event will take place, a timeline of what events will occur, area or room layout of activities (i.e. exhibit booths, bandstand), etc. (Where applicable, include all fire extinguisher, exit and cooking area locations).
- ☐ Security/Crowd Control Plan – a detailed description of where the attendees will be located, security measures, security personnel, etc.
- ☐ Fire Department Permit (if applicable) - Contact the City Fire Marshall's Office at 805.564.5702. A site inspection may be required.
- ☐ Clean-up Schedule, (if applicable) *Permittee is responsible for leaving all areas in the same condition as found.*
- ☐ Aircraft Parking Plan (if applicable)
- ☐ Vehicle Parking Plan/Transportation Plan (if applicable) - Include the number of vehicles on site.
- ☐ Other Airport Permits as needed (i.e. film/photography permit)
- ☐ Written verification from Airport tenant confirming the allowed use on their leasehold (if applicable).
- ☐ Litter Control measures – a detailed description of what means will be utilized to handle trash.

### Event Coordinator/Contact

Name \_\_\_\_\_ Phone \_\_\_\_\_  
First Last

Email address \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Event Sponsor (if applicable)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
First Last

Organization \_\_\_\_\_

Email \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Event Information

Event Description (in addition to Event Site Plan) \_\_\_\_\_

\_\_\_\_\_

Proposed Activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Location \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Who will be attending this event? \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Time \_\_\_\_\_

Utility Provisions (i.e. restrooms, lighting) \_\_\_\_\_

Signage/Signage Location(s) \_\_\_\_\_

### Airport Services Requested

Personnel (patrol, security, escorts, etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Materials (lights, signs, etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Statement of Hold Harmless and Understanding

Permittee shall, to the extent permitted by law, investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expenses (including attorney's fees) and causes of action whatsoever character which the City may incur, sustain or be subjected to on account of loss or damage to property and the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected with work to be conducted or operation, maintenance, enjoyment or use of any of City's premises under this permit.

I have read and am familiar with the guidelines pertaining to Airport activity use.

Signature of Permittee \_\_\_\_\_ Date \_\_\_\_\_

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*Office use only*

Permit issued on \_\_\_\_\_ Effective through \_\_\_\_\_

\_\_\_\_\_  
Hazel Johns, Assistant Airport Director or Designee

☐ Fee Payment ☐ Insurance Certificate ☐ Required attachments

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MUST BE CARRIED WHILE ON AIRPORT PROPERTY  
DO NOT COPY



CITY OF SANTA BARBARA  
AIRPORT DEPARTMENT

**Airport Special Event  
Permit**



**PERMIT ISSUED TO:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Street City State Zip

**FOR THE FOLLOWING:**

Event Description \_\_\_\_\_ Activities \_\_\_\_\_

Location \_\_\_\_\_ Event Date(s) \_\_\_\_\_ Event Time \_\_\_\_\_

Permit issued on \_\_\_\_\_ Effective through \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Hazel Johns, Assistant Airport Director or Designee \_\_\_\_\_ Date \_\_\_\_\_

☐ Fire Permit – Signature Required  
\_\_\_\_\_  
Fire Marshall or Designee \_\_\_\_\_ Date \_\_\_\_\_